

## Appendix B

### Welcome Packet (draft of web site page for welcome packet)

At this web site you will be able to preview and download the following documents to assist you with your plans for your upcoming training course.

#### **COURSE DESCRIPTION**

The Defense Travel System Training Program consists of two Major components: **government training** which covers regulations, policies, and procedures pertinent to the Defense Travel System; and **vendor training** on the DTS software. The first week will include Defense Travel Administration training and will last for four days. The second week will include two 2-day Train-the-Trainer classes on traveler and authorizing official roles and responsibilities. Check with your training point of contact to find out the course you are scheduled to attend.

#### **COURSE MATERIALS**

Prior to attending training it is recommended each students review the DTS Users Guide and CONOPS found on this web site. Upon completion of the training, participants will receive by CD-Rom, the Defense Travel System Training Curriculum and the Travel Manager software Computer Based Training (CBT) module. Computers will be provided for students during the training. It is not necessary or encouraged that personal PCs be brought into the classroom. \*Note: Hardware requirements to facilitate training at the unit/organizational level are: One computer, PC 486 Class or better, 8MB RAM (16 MB is preferred), a CD-ROM player, and 5MB of free disk space.

#### **CANCELLATIONS/NO SHOWS**

If you are unable to attend your scheduled training course please contact the DTS training POC for your unit/agency immediately.

Appendix B, continued

Welcome Packet

Training Site Information Provided by Site POC

## **Training Site Information**

### **SECURITY/PASS REQUIREMENTS**

The following security requirements must be met to attend training:\*

### **GETTING TO THE TRAINING LOCATION**

\* is located \* miles from \* airport.

From the airport by taxi: From the airport you can travel to \* by taxi which costs approximately \*

From the airport by shuttle: Shuttle service is available for \*. Shuttle service arrangements may be made by contacting \*.

From the airport by car: Directions for driving from the airport are \*

### **SIGN-IN/IN-PROCESSING**

To sign-in upon your arrival proceed to Building \* on \*  
After 1800 hours go to building \* to sign-in.

### **BILLETING**

Officer or Civilian Lodging: All Officers and Government/Civilian employees may be housed at \* as vacancies permit. Reservations may be requested by calling \*

Enlisted Lodging: Enlisted personnel may be housed at \* as vacancies permit. Reservations can be requested by calling \*.

Off Post Lodging: Off-Post Lodging is also available approximately \* miles from the training site. Transportation to and from the class \*is/is not available. Off-Post lodging is not limited to but includes the following \* (name/number)

## **MEALS**

On-Post: The housing available on post \*have/fully equipped kitchens. Dining facilities \*are/are not available in building \* located \* from\* training location. Hours of operation are \*

Off-Post: Commercial and fast food restaurants \*

## **TRAINING SITE TRANSPORTATION**

\*List any available between training location and billeting

## **UNIFORM/CIVILIAN ATTIRE**

Duty Uniform will be \* for all training classes.

## **PHYSICAL TRAINING**

Physical training facilities are located \*

## **STUDENTS WITH SPECIAL NEEDS**

Students with special needs contact \*

## **POINT OF CONTACT**

The site training point of contact is \*, located in building \*.  
During duty hours call \*( ) - Non-Duty hours call \*( ) -